



Using Abbreviations in Writing

Worksheet 4

Read the paragraph below. Rewrite it in the blanks using the abbreviations you know.

Taking care of the invitations was my department. I had to make sure they fit in the envelopes that were only 12 inches long. Each address had to be carefully printed in neat handwriting with an in care of stamps for the people who were invited. I feel like the managing director of this entire party. I have asked everyone to please reply so I know how much food to order. We have preordered 12 pounds of shrimp. I hope that is enough. We need an exact number of people who will be eating. I wonder if it would be odd to add a post script to an invitation?



Answer Sheet

Taking care of the invitations was my **dept.**. I had to make sure they fit in the envelopes that were only 12 **in.** long. Each address had to be carefully printed in neat handwriting with a **c/o** stamps for the people who were invited. I feel like the **M.D.** of this entire party. I have asked everyone to **R.S.V.P.** so I know how much food to order. We have preordered 12 **lbs.** of shrimp. I hope that is enough. We need an exact **no.** of people who will be eating. I wonder if it would be odd to add a **p.s.** to an invitation?